

DUTY STATEMENT
DEPARTMENT OF MENTAL HEALTH
PATTON STATE HOSPITAL

JOB CLASSIFICATION:

Office Assistant (Typing)
Enhancement Services

MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under the general supervision of the Program Director of Enhancement Services, the Office Assistant (Typing) performs general office duties with a high degree of self-initiative and independence, interacts with hospital staff and the public with a customer focused approach, exercises good judgment and tact, and displays a high degree of confidentiality and professionalism. The Office Assistant performs a variety of duties in support of maintaining the Enhancement Services Program data tracking for STP rosters, Education data, tools and sharps tracking, Print Shop and Resource Library inventory tracking. Other duties include general office assisting and pickup and deliveries for the department. The Office Assistant performs computer keyboarding (typing) for a significant portion of daily duties, except as otherwise specified by the Program Director or designee. Assigned duties will include, but are not limited to:

DATA COLLECTION, MAINTENANCE & OFFICE MANAGEMENT

75 %

- Collect data which will include but is not limited to Program Compliance reports, Education and STP tracking data, sharps and tools data, Print Shop and Resource Library inventory, Hospital-Wide Events inventory, Chaplaincy resources.
- Collect, maintain and update departmental data on Shares in Excel/Microsoft Word files as necessary according to the Program Director's request.
- Review Compliance Reports for accuracy and if necessary work with Program Director/Designee to assure corrections in timely manner. Ensure data is appropriately reflected in Excel/Microsoft word or emails as appropriate.
- Review the Programs weekly reports for accuracy and make timely corrections as necessary.
- Audit the data in Excel/Microsoft Word etc. and correct any discrepancies
- Track the hours of all RA employees

- Review patient SIRs for preparation of Hospital-Wide events such as RLP graduation, Chaplaincy Special meals and events, other Enhancement activities on grounds that require clearance.
- Maintain electronic files of all necessary documents and maintain on shares for Program Management accessibility
- May assist with answering phones in the department as needed and relaying messages as appropriate to Enhancement Supervisors.

25 % **DELIVERIES AND PICK-UP'S**

- **The Office Assistant in Enhancement Services will deliver and pick up Structured Treatment Program (STP) Rosters daily from all four residential programs across the hospital. Other pick-ups and deliveries may include but are not limited to delivery of Print Shop materials needed on a stat basis to other departments across the hospital, or other departmental provision related to Education, Hospital-Wide activities/recreation and Chaplaincy supplies.**

2. SUPERVISION RECEIVED

Under direction of the Program Director of Enhancement Services or designee.

3. SUPERVISION EXERCISED

None. May provide direction and information to student assistants or temporarily assigned staff as appropriate.

REQUIRED COMPETENCIES

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control. This includes familiarity with the Patient Safety Plan.

CULTURAL AWARENESS

Demonstrates awareness of multicultural issues in the workplace, which enables the employee to work effectively.

SITE SPECIFIC COMPETENCIES

- a) Office filing and organization
- b) Telephone skills
- c) Good interpersonal skills when communicating with other departments

TECHNICAL PROFICIENCY (SITE SPECIFIC)

- a) Computer skills, including use of Word, Excel, Internet and Email.
- b) Data entry into Word and Excel.
- c) Ability to learn ASSIST and WaRMMs system (if needed by the PD) for looking up SIRs on patients for Hospital-Wide events.
- d) Has good written communication skills, knowledge of grammar and punctuation.

6. **LICENSE OR CERTIFICATION** – Typing proficiency certificate of at least 40 words per minute.

7. **TRAINING** – Training Category = Type 2
The employee is required to keep current with the completion of all required training.

8. **WORKING CONDITIONS** – Employee is required to:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients and the public;
- Comply with hospital policies and procedures.

The employee is required to work any shift or schedule, in a variety of settings and security areas throughout the hospital and may be required to work overtime and float to others work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are capable to safely perform their essential job functions.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date

Reviewing Supervisor Signature

Print Name

Date